



METROPOLITAN
TRANSPORTATION
COMMISSION

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Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

June 11, 2009

**REQUEST FOR QUALIFICATIONS
for Design Services**

Dear Consultant/Design Firm:

The Metropolitan Transportation Commission (MTC) invites your firm to submit a Statement of Qualifications (SOQ) in response to this Request for Qualifications (RFQ) for design services to be performed from July 1, 2009 through June 30, 2010, with the option of renewing for two (2) additional fiscal years. This RFQ is intended:

1. To select a qualified Primary Design Consultant to be the principal provider of design services for MTC's Transactions newsletter and annual report; and
2. To establish a list of qualified design consultants to perform individual, as yet unspecified design-related projects, including Web and print jobs, through June 30, 2010, with the option of renewing for two (2) additional fiscal years. The projects may be for MTC, the Service Authority for Freeways and Expressways (SAFE) or the Bay Area Toll Authority (BATA), which share the same governing board.

This letter, together with its appendices, comprises the RFQ for the above-described projects. Responses to this RFQ should be submitted in accordance with the instructions stated herein.

Statement of Qualifications Due Date

Interested firms must submit one (1) original and (two) 2 hard copies of their SOQ along with one (1) set of work samples by 4 p.m. on Thursday, June 25, 2009.

SOQs received after that date and time will not be considered.

MTC Point of Contact

SOQs and all inquiries relating to this RFQ should be submitted to address shown below. For telephone inquiries, call (510) 817-5773. E-mail inquiries may be directed to: [<bkahn@mtc.ca.gov>](mailto:bkahn@mtc.ca.gov).

Brenda Kahn, Project Manager
MTC
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700

Consultant Minimum Qualifications

In order to be eligible to submit an SOQ, design firms must demonstrate to MTC's satisfaction the following professional qualifications:

- Have experience with Quark Xpress, In Design, Photoshop, Illustrator and prepress technologies,
- Have experience with newsletters, brochures and annual reports, particularly in the public sector,
- Have high-speed access to the Internet with the ability to easily send and receive Quark, Photoshop and Illustrator files electronically, and
- If offering Web services, have experience with current Web design and production programs.

Design firms submitting SOQs for the Primary Design Consultant must also demonstrate the following:

- Be equipped with at least two (2) high-end, late-model Macintosh computers with a high-end printer capable of producing high-quality 11" x 17" color print-outs for reviewing layouts and proofing copy (Epson, Xerox, Fiery, etc.), and
- Have staff located in the Bay Area.

Scope of Work

Primary Design Consultant

MTC will select one (1) firm to be the Primary Design Consultant, to be responsible for providing services as listed in *Appendix A*, Scope of Work, Tasks 1-2, which include the following:

1. Ongoing design consultation, art direction, liaison with illustrators and photographers, production and press checking for the MTC Transactions newsletter, which is generally a five-color, single-sheet 11"x17" tabloid published six (6) times a year on a bimonthly schedule; and
2. Design consultation, art direction, production and press checking for MTC's annual report, a high-profile publication with high production values, usually featuring full-color photography and printed on a six or eight-color press.

MTC will typically contract separately for photos, illustrations, scans, printing and other services needed to execute the projects, although the Primary Design Consultant will be asked to locate appropriate photographers and illustrators, and to negotiate with the photographers and illustrators and art direct their work. With MTC approval, the Primary Design Consultant may occasionally purchase a piece of art or secure a scan or printing-grade proof on MTC's behalf out of the expense budget.

The Primary Design Consultant will be required to have extensive phone contact and regular face-to-face meetings with the MTC Project Manager at the MTC office located at 101 8th Street,

and/or other public information officers. The term of the contract resulting from this RFQ for the Principal Design Consultant will extend from July 1, 2009 through June 30, 2010, with the option to renew for two (2) additional fiscal years.

Miscellaneous Design Projects

Over the course of the time period contemplated by this RFQ, MTC may require design consultation and production services for a variety of other reports, brochures, newsletters, logo systems, trade show booths, signage, Web sites, etc., and production services for these items, on an as needed basis. These unspecified tasks are described in *Appendix A*, Scope of Work, Task 3. MTC will establish a list of qualified design firms to perform these individual, as yet unspecified design-related projects, including Web and print jobs, through June 30, 2010, with the option to renew for two (2) additional fiscal years. Depending on the scope and nature of the project, MTC may either select the Primary Design Consultant to work on individual Task 3 projects, or request proposals from two or more qualified listed firms on the list established as a result of this RFQ that will be evaluated by MTC's Public Information staff. Most print projects will involve press checks at a Bay Area printer, often with little advance notice.

Available Resources

Samples of recent Transactions newsletters and the annual report can be viewed online at www.mtc.ca.gov/news/transactions/index.htm and at <http://www.mtc.ca.gov/library/AnnualReport-08/>. Hard copy samples are available from the MTC Public Information Office, Telephone (510) 817-5787, or e-mail: glambert@mtc.ca.gov.

Pre-Proposal Questions and Exceptions

Any requests for clarification, or questions regarding RFQ requirements, or requests for exceptions to or modifications of RFQ provisions must be received by the MTC Project Manager by e-mail or fax no later than 4 p.m. on Thursday, June 18, 2009, to guarantee response or consideration. Proposers are required to submit such requests on the form provided in *Appendix H*, Requests for Exceptions or Modifications. You must also call the Project Manager at 510-817-5773 to alert her to any such request that is being sent via e-mail or fax. Contact the MTC Project Manager for an electronic copy of *Appendix H*.

Any addenda released for this RFQ and responses to questions will be published on the Jobs and Contracts page of MTC's Web site (www.mtc.ca.gov/jobs). No e-mail transmissions of any addenda will be provided. The Proposer is responsible for checking the Web site for any addenda and responses to questions released.

Statement of Qualification Content

Firms wishing to be MTC's Primary Design Consultant and firms wishing to serve as on-call Design Consultants should address all items below (items 1-7) in their SOQ.

1. A Statement of Interest (*Appendix B*) signed by an official authorized to solicit business and enter into contracts for the firm, including the name and telephone number of a contact person, if different from the signing official.
2. A brief description of the qualifications and relevant experience of the design firm and team members, including a brief history of the firm. Affirmatively address all of the “minimum consultant qualifications” on page 2 of this RFQ. Provide a list of the computer systems and programs utilized by the firm.
3. Three references (name, title, organization, telephone number, e-mail address) able to attest to the design firm’s experience in performing work substantially similar to the services covered by this RFQ (Use *Appendix D* or provide your own list with all required information).
4. Samples (one set): Enclose newsletters, reports, brochures, logos/identity systems, Web sites, etc. produced by the design firm (clearly marked to enable MTC to return them). Design firms that deal exclusively in Web site design should indicate that in their Statement of Interest and limit their samples to Web sites (either by providing URLs, printing out pages or submitting a CD).
5. Subcontractor Information Form. Submit a completed Subcontractor Information Form (*Appendix G*).
6. A signed California Levine Act statement (*Appendix E*).
7. A completed *Appendix C*, Rate Sheet, showing the design firm’s hourly rates for services, other related charges and expenses in the form included as *Appendix C* signed by an official authorized to solicit business and enter into contracts for the design firm.

Proposal Evaluation Factors

A selection panel comprised of members of MTC staff will first evaluate the SOQs relative to the minimum qualifications. Proposers that meet the minimum qualifications will then be evaluated based on the following evaluation criteria. With the exception of the first two factors, which are approximately equal in importance, the factors are listed in descending order of relative importance:

1. Experience with full-color newsletters, annual reports, brochures, Web sites, etc. for a local and national audience; Experience in the public sector; and expertise of the staff assigned to MTC projects;
2. Quality and creativity of submitted design samples;
3. Competitiveness of hourly rates and other costs; and
4. Results of reference checks [short-listed firms only]

Following the initial evaluation, the selection panel may elect to recommend award of the primary design contract and establish the listing for the unspecified design services, or to

interview a "short list" of proposers, consisting of those proposers reasonably likely, in the opinion of the panel, to get the award or be included in the listing. References may be contacted for any and all design firms.

The panel will then recommend to MTC's Executive Director a firm to serve as MTC's Principal Design Consultant and a list of qualified consultants eligible to perform additional design projects that may arise over the term of this RFQ. If the Executive Director agrees with the recommendation, he will forward it on to MTC's Administration Committee for approval.

MTC reserves the right to accept or reject any and all SOQs submitted, to waive minor irregularities in SOQs, and to request additional information from the proposers. MTC reserves the right not to convene oral interviews and to make an award on the basis of initial proposals. Any award made will be made to the firm whose SOQ is the most advantageous to MTC, based on the evaluation criteria listed above.

Consultant Selection Timetable

4:00 P.M., Thursday, June 18, 2009	Deadline for Pre-Proposal Questions and Requests for Exceptions
4:00 P.M., Thursday, June 25, 2009	Closing date and time for receipt of proposals
June 29-30, 2009 (subject to change)	Interviews (if required)
Wednesday, July 8, 2009	MTC Administration Committee review
July 15, 2009	Execution of contract (approximate date)

Selection Disputes

A Proposer may object to a provision of the RFQ on the grounds that it is arbitrary, biased or discriminatory, or to the selection of a particular design consultant on the grounds that MTC procedures, the provisions of the RFQ or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Project Manager a written explanation of the basis for the protest:

- 1) No later than five (5) working days prior to the date SOQs are due, for objections to RFQ provisions; or
- 2) No later than three (3) working days after the date on which contract award is authorized or the date the Consultant is notified that it was not selected, whichever is later, for objections to Consultant selection.

The MTC Executive Director will respond to the protest in writing, based on the recommendation of a staff review officer. Authorization to award a contract to a particular firm shall be deemed conditional until the expiration of the protest period or, if a protest is filed, the issuance of a written response to the protest by the Executive Director.

Should the Proposer wish to appeal the decision of the Executive Director it may file a written appeal with the MTC Administration Committee, no later than three (3) working days after

receipt of the written response from the Executive Director. The Administration Committee's decision will be the final agency decision.

Except with regard to initial determinations of failure to meet the minimum qualifications, the evaluation record shall remain confidential until the MTC Administration Committee authorizes award.

General Conditions

MTC will not reimburse any firm for costs related to preparing and submitting an SOQ.

Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt.

A synopsis of MTC standard contract provisions is enclosed for your reference as *Appendix F*.

MTC reserves the right in its sole discretion not to enter into any contract as a result of this SOQ. Placement on the panel of qualified design firms to perform individual, as yet unspecified design-related projects, does not guarantee a design firm will be contacted or awarded any design projects. MTC also reserves the right to issue a separate procurement for any design project that could potentially fall under Task 3, "Miscellaneous Projects," particularly if that project is federally funded.

After the listing for the unspecified design services is established, depending on the scope and nature of the project, MTC may either select the Primary Design Consultant to work on individual Task 3 projects, or request proposals from two or more qualified listed firms on the list.

The selected Primary Design Consultant will be required to sign a contract with MTC, the provisions of which are summarized in *Appendix F, Synopsis of Provisions in MTC's Standard Consultant Agreement*. In particular, we direct your attention to the insurance provisions in *Appendix F*. Any objections to the insurance requirements or any other provision set forth in *Appendix F* must be brought to MTC's attention on or before the due date set for receipt of pre-proposal requests for exception or modification (currently 4:00 P.M., Thursday, June 18, 2009), in order to ensure consideration. If such objections are not brought to MTC's attention by such due date, MTC is entitled to assume agreement.

Authority to Commit MTC

The Executive Director will recommend a Primary Design Consultant for Transactions and the Annual Report and a panel of consultants for other design projects to the Administration Committee, which will commit MTC to the expenditure of funds in connection with the primary Design Services contract.

Thank you for your interest.

Sincerely,



Steve Heminger
Executive Director

SH: BK

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APPENDIX A

SCOPE OF WORK

The Metropolitan Transportation Commission (MTC) requires a Primary Design Consultant to perform services required under Tasks 1 and 2 below; and MTC will establish a list of qualified Design Consultant firms to perform individual, as yet unspecified design-related projects, including Web and print jobs, which are described in Task 3 below.

Task 1) Transactions newsletter: design consultation and production

Under the guidance of the MTC Project Manager or designee, the Primary Design Consultant will advise MTC on the layout, illustrations, photographs, colors, etc. for each issue of Transactions a five-color tabloid newsletter (single 11"x17" sheet printed on the front and back, and folded in thirds for mailing) produced a maximum six times a year and sent free of charge to approximately 15,000 local officials, public transit operators, legislators in Sacramento and Washington, D.C., members of the media, environmental groups, interested citizens, researchers, etc. From time to time, the Transactions format is expanded to a four-page newsletter. The Primary Design Consultant will develop a rough layout in Quark Xpress, assist in the identification of appropriate creative sources for the artwork, make the initial contact with photographers and illustrators, and negotiate a price and art direct the photos/illustrations.

The Primary Design Consultant will also undertake production through to press-ready files and participate in the press check. MTC will contract separately with each artist on an as-needed basis, although the Primary Design Consultant may occasionally buy a piece of art out of the expense budget. MTC will contract under a separate agreement for printing. As part of this ongoing work, the Primary Design Consultant will be expected to update/refine the design or incorporate new features as needed. Note that while MTC is requesting a price per proof produced in the Primary Design Consultant's studio, MTC may opt to cover these proofing services outside the scope of this RFQ.

Schedule: The newsletter shall be issued every two months, ideally at the beginning of the two-month period reflected on the cover. This schedule may be modified at the discretion of the MTC Project Manager. The Primary Design Consultant will begin conceptualizing art and layout six to eight weeks before the publication date based on an issue outline and discussions with the MTC Project Manager or designee.

Task 2) Annual Report design/production

Under the guidance of the MTC Project Manager, the Primary Design Consultant will design and produce MTC's 2009, 2010 and 2011 annual reports. Areas of involvement include identifying photographers (or illustrators), art directing the illustrations/photos, developing a Quark template for the layout, production, ensuring quality separations and press checking.

Schedule: The annual report shall be issued in January/February after the close of the year reflected on the cover.

Task 3) Miscellaneous Projects

The Primary Design Consultant or the on-call Consultants may be asked to provide design and production assistance for a variety of MTC's other reports, guides, brochures, newsletters, logos, identity programs, Web sites, trade booths, signage and the like. Billing for these miscellaneous projects will be at the Primary Designer's or on-call Consultant stated hourly rate, or on an agreed upon per-project fixed amount.

Schedule: The schedule for individual jobs will be determined at time of request.

APPENDIX B STATEMENT OF INTEREST

Firm name:	
Principal(s):	
Address:	
Web site address:	
Contact:	
Telephone:	
Fax:	
E-mail:	

Check either yes or no for each statement.

Yes

No

Is your firm interested in being considered for the Principal Design Consultant?		
Is your firm interested in being part of the pool of Design Consultants for future undetermined projects?		
Does your firm have experience in providing services in the following areas:		
• Full-color newsletter, annual reports, brochures		
• Public sector experience		
• Print design & production		
• Web design & production		
• Signage design and fabrication		
• Trade show displays		
• Logo and identity systems		

The firm listed above can offer the following *other* services:

Name & Title of Authorizing Official	
By signing below you acknowledge and agree to provide the required services, and comply with all the terms and conditions (including all applicable insurance requirements) listed in this RFQ.	

APPENDIX C RATE SHEET

Please fill out this chart. (Form provided for convenience; for additional detail, you may substitute other format.)

Type of Service	Cost	Personnel assigned
Cost per hour for print design services*	\$	
Cost per hour for print production services*	\$	
Cost per hour for Web design*	\$	
Cost per hour for Web production*	\$	
Price for one 11x17 full-color high-resolution printout (so editor can review layout and proof copy before sending to the printer for a printer's proof); also specify type of printer you would use (Epson, Fiery, etc.), or whether you would send out for this type of proof.	Price per 11x17" page: \$ Type of printer:	
Other costs not covered above, per hour or otherwise:		

* Fill in for all types of services your firm provides.

Proposing Firm	
Name & Title of Authorizing Official	
Authorized Signature	
Date	

APPENDIX D

Consultant:

Representative Name & Title:

Phone Number:

Please provide a minimum of three (3) separate references of contracts that the Consutractor has completed.

References must not be relatives of the Consultant's representative or owners. The references given must be for clients from the last two (2) years.

The following information is required for each reference given (additional sheets may be used if necessary):

Name of firm	
Name & title of key contact	
Address	
Phone number(s)	
Email address	
Specific projects your firm delivered for this firm and dates	

Name of firm	
Name & title of key contact	
Address	
Phone number(s)	
Email address	
Specific projects your firm delivered for this firm and dates	

Name of firm	
Name & title of key contact	
Address	
Phone number(s)	
Email address	
Specific projects your firm delivered for this firm and dates	

APPENDIX E
CALIFORNIA LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

MTC's commissioners include:

Tom Azumbrado
Tom Bates
Dave Cortese
Dean J. Chu
Chris Daly
Bill Dodd

Dorene M. Giacomini
Federal D. Glover
Scott Haggerty
Anne W. Halsted
Steve Kinsey
Sue Lempert
Jake Mackenzie

Jon Rubin
Bijan Sartipi
James P. Spering
Adrienne J. Tissier
Amy Rein Worth
Ken Yeager

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any MTC commissioner in the 12 months preceding the date of the issuance of this request for qualifications?

___ YES ___ NO

If yes, please identify the commissioner: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than \$250 to any MTC commissioners in the three months following the award of the contract?

___ YES ___ NO

If yes, please identify the commissioner: _____

Answering yes to either of the two questions above does not preclude MTC from awarding a contract to your firm. It does, however, preclude the identified commissioner(s) from participating in the contract award process for this contract.

DATE

(SIGNATURE OF AUTHORIZED OFFICIAL)

(TYPE OR WRITE APPROPRIATE NAME, TITLE)

(TYPE OR WRITE NAME OF COMPANY)

APPENDIX F

SYNOPSIS OF PROVISIONS IN MTC'S STANDARD CONSULTANT AGREEMENT

The selected consultant will be required to sign MTC's standard consultant agreement, a copy of which standard agreement may be obtained from the Project Manager for this RFQ. In order to provide bidders with an understanding of some of MTC's standard contract provisions, the following is a synopsis of the major requirements in our standard agreement for professional services. **THE ACTUAL LANGUAGE OF THE STANDARD CONSULTANT AGREEMENT SUPERSEDES THIS SYNOPSIS.**

Termination: MTC may, at any time, terminate the Agreement upon written notice to Consultant. Upon termination, MTC will reimburse the Consultant for its costs for incomplete deliverables up to the date of termination. Upon payment, MTC will be under no further obligation to the Consultant. If the Consultant fails to perform as specified in the agreement, MTC may terminate the agreement for default by written notice following a period of cure, and the Consultant is then entitled only to compensation for costs incurred for work products acceptable to MTC, less the costs to MTC of rebidding.

Insurance Requirement: The Consultant must obtain and maintain at its own expense the following types of insurance placed with insurers with a Best's rating of A-X or better, for the duration of this agreement:

(1) **Worker's Compensation Insurance** in the amount required by the applicable laws, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per occurrence, and any and all other coverage of Consultant's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of MTC. Such Workers Compensation & Employers Liability may be waived, if and only for as long as contractor is a sole proprietor with no employees;

(2) **Commercial General Liability Insurance for Bodily Injury and Property Damage** liability, covering the operations of Consultant and Consultant's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Expense for Indemnitee's defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form. The Commercial General Liability Insurance policy shall contain an endorsement to include MTC, its Commissioners, officers, representatives, agents and employees as additional insureds and to specify that such insurance is primary and that no MTC insurance will be called on to contribute to a loss;

(3) **Business Automobile Insurance** for all automobiles owned, used or maintained by Consultant and Consultant's officers, agents and employees, including but not limited to owned, leased, non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence;

(4) Umbrella insurance in the amount of \$1,000,000 providing excess limits over Employers Liability, Automobile Liability, and Commercial General Liability Insurance [MTC may waive for pool designers]; and

(5) Property Insurance. If such exposure exists and/or at MTC request or direction] Consultant at Consultant's expense shall obtain a policy or policies of insurance covering loss or damage, including loss of use, to any and all MTC real, personal and intellectual property, notwithstanding such property being in the care, custody or control of the Consultant, in an amount equal to the full replacement value thereof, as same may exist from time to time. Coverage shall be secured for the life of the project, within the definition, "All Risk," or "Special Form," and shall include coverage for installation and testing of any equipment that is to be installed or become part of any real property. If such insurance coverage has a deductible clause, the Consultant shall be also liable for the deductible.

Certificates of insurance verifying the coverages and the required endorsements and signed by an authorized representative of the insurer must be delivered to MTC prior to issuance of any payment under the Agreement by MTC.

Independent Contractor: Consultant is an independent contractor and has no authority to contract or enter into any other agreement in the name of MTC. Consultant shall be fully responsible for all matters relating to payment of its employees including compliance with taxes.

Indemnification: Consultant agrees to defend, indemnify and hold MTC harmless from all claims, damages, liability, and expenses resulting from any negligent or otherwise wrongful act or omission of Consultant in connection with the agreement. Consultant agrees to defend any and all claims, lawsuits or other legal proceedings brought against MTC arising out of such negligent or wrongful acts or omissions. The Consultant shall pay the full cost of the defense and any resulting judgments.

Data Furnished by MTC: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("MTC Data") made available to the Consultant by MTC for use by the Consultant in the performance of its services under this Agreement shall remain the property of MTC and shall be returned to MTC at the completion or termination of this Agreement. No license to such MTC Data, outside of the Scope of Work of the Project, is conferred or implied by the Consultant's use or possession of such MTC Data. Any updates, revisions, additions or enhancements to such MTC Data made by the Consultant in the context of the Project shall be the property of MTC.

Ownership of Work Product: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("Work Product") written or produced by the Consultant under this Agreement and provided to MTC as a deliverable shall be the property of MTC. Consultant will be required to assign all rights in copyright to such Work Product to MTC.

Personnel and Level of Effort: Personnel assigned to this Project and the estimated number of hours to be supplied by each will be specified in an attachment to the Agreement. No substitution of personnel or substantial decrease of hours will be allowed without prior written approval of MTC.

Subcontracts: No subcontracting of any or all of the services to be provided by Consultant shall be allowed without prior written approval of MTC. MTC is under no obligation to any subcontractors.

Consultant's Records: Consultant shall keep complete and accurate books, records, accounts and any and all work products, materials, and other data relevant to its performance under this Agreement. All such records shall be available to MTC for inspection and auditing purposes. The records shall be retained by Consultant for a period of not less than four (4) years following the fiscal year of the last expenditure under this Agreement.

Prohibited Interest: No member, officer or employee of MTC can have any interest in this agreement or its proceeds and Consultant may not have any interest which conflicts with its performance under this Agreement.

Governing Law. The Agreement shall be governed by the laws of the State of California.

APPENDIX G
SUBCONTRACTOR INFORMATION FORM

Name of Proposer:	Project Description:
Address:	Project Manager:
Address:	
Email:	Fax:

Firms Contacted as Potential Subcontractors (Include firms that initiated contact) (Name/Address/Contact/Phone)		Description of Firm's area of specialty.	Indicate if Firm initiated contact.
1.			
2.			
3.			
4.			
5.			

(Attach extra sheets as needed)

I certify that the information included on this Form is complete and true.

Name:

Title:

Signature

Date:

APPENDIX H
MTC Design Services RFQ
REQUESTS FOR EXCEPTIONS OR MODIFICATIONS

RFQ Section	<i>Relevant Provision</i>	Requested Action
	1.	
	2.	
	3.	
	4.	
	5.	

This table is available electronically from the MTC Project Manager.